



DEPARTMENT OF HEALTH & HUMAN SERVICES

Office of the Secretary

Washington, D.C. 20201

February 23, 2006

TO: All Offices Serviced by the Program Support Center

FROM: Deputy Assistant Secretary for Acquisition
Management and Policy

SUBJECT: FY 2006 Procurement Deadlines

The Secretary has directed that the number of financial management systems be reduced from five to two modern accounting systems. DHHS has selected the Unified Financial Management System (UFMS) to serve as the primary financial system to achieve greater economies of scale, eliminate duplication, and provide better oversight of public funding. The UFMS go-live date for the PSC is October 10, 2006.

In Fiscal Year 2005, hundreds of awards were completed on September 30 and submitted to the PSC Division of Financial Operations (DFO) by midnight. Over one hundred accounting adjustments were made outside the CORE accounting system for transactions that did not get into the system. Correction of errors that are converted to UFMS will be slow, laborious and error prone, especially during the stabilization period right after the go-live.

So that DFO may close the books and begin the UFMS conversion on October 2 at noon, year end closing has been adjusted. All procurement and contractual obligations/awards must be made by Wednesday, September 27 rather than the normal fiscal year end of September 30. The attached procurement deadlines for PSC acquisition customers have been adjusted to meet UFMS requirements. Please work with us to meet these deadlines and ensure the processing of your acquisition awards by September 27.

For assistance in the planning and coordination of your acquisition needs, please contact Ms. Miriam (Betsy) Hosszu on (301) 443-6557. Acquisition requirements may be submitted to the Division of Acquisition Management, SAS/PSC, Room 5C-18, Parklawn Building, 5600 Fishers Lane, Rockville, Maryland 20857.

A handwritten signature in black ink, reading "Marc R. Weisman".

Marc R. Weisman

Attachments



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center

Division of Acquisition Management, SAS
Office of the Director
Room 5C-18, Parklawn Building
5600 Fishers Lane
Rockville, MD 20857

February 23, 2006

TO: All Offices Serviced by the Program Support Center

FROM: Director
Division of Acquisition Management, SAS

SUBJECT: Deadlines for Submitting Requests for Contracts for
FY 2006

The contracting process requires lead times as listed below:

1. Noncompetitive contracts require approximately 90 days for award.
2. Competitive contracts require approximately 135 to 175 days for award.

To ensure timely actions for FY 2006 awards the following deadlines apply:

1. Requests for competitive contracts must be submitted by March 31.
2. Requests for noncompetitive contracts must be submitted by June 1.
3. Requests for modifications to existing contracts/task orders and new task order requests must be submitted by July 14.

Please send your Requests for Contracts to the Division of Acquisition Management, SAS/PSC, Room 5C-18, Parklawn Building. If you have any questions, please call Ms. Miriam (Betsy) Hosszu on (301) 443-6557; fax (301) 594-0736; email Miriam.Hosszu@psc.hhs.gov.

Christie A. Goodman
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Division of Acquisition Management, SAS
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Room 5C-18, Parklawn Building
5600 Fishers Lane
Rockville, MD 20857

February 23, 2006

TO: All Offices Serviced by the Program Support Center

FROM: Director
Division of Acquisition Management, SAS

SUBJECT: Deadlines for Submitting Requisitions Utilizing
Simplified Acquisition Procedures for FY 2006

The deadlines shown below will allow sufficient processing time for the Division of Acquisition Management to ensure obligation of funds prior to September 27, 2006:

1. Requisitions for a total requirement over \$25,000 for **products or services** procured on the open market must be submitted by July 14.
2. Requisitions for a total requirement over \$25,000 for **services** obtained from sources of supply, such as the Federal Supply Schedules, must be submitted by July 14.
3. Requisitions for a total open market requirement between \$2,501 and \$25,000 must be submitted by August 4.
4. Requisitions of any dollar value for **products** obtained from sources of supply, such as the Federal Supply Schedules, must be submitted by August 25.
5. Requisitions for a total requirement of \$2,500 or less, which cannot be ordered via a Government purchase card, must be submitted by September 1.

Please send your procurement requests to the Division of Acquisition Management, SAS/PSC, Room 5C-18, Parklawn Building. If you have any questions, please call Ms. Miriam (Betsy) Hosszu on (301) 443-6557; fax (301) 594-0736; email Miriam.Hosszu@psc.hhs.gov.

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